



**April 14, 2018**

**Vendor Setup:** 6 am to 7:30 am

**All vendors must be set up by 7:30 am**

Powder Springs City Hall  
4484 Marietta Street  
Powder Springs, GA 30127

Email: [hello@psbusinessgroup.com](mailto:hello@psbusinessgroup.com)  
Questions: 770-380-5357

## Vendor Checklist

### Vendor Booth

- 10x10 tent or similar (not required but is recommended)
- Sandbags or weights (to keep your tent from blowing around)
- 1 or 2 - 6ft or 8ft tables
- Table coverings
- 1-2 Chairs

### Marketing

- Signage for your booth
- Brochures, flyers, postcards, or business cards to hand out
- Signage with branding explaining your business or what you are offering for sale
- Holders or stands for your marketing materials

### Sales (If selling)

- Cash Box
- Change in \$10, \$5 and \$1 Bills
- Change in quarters, dimes, nickels, and pennies (if needed)
- Card Reader (if accepting credit cards)
- Mobile Phone or Tablet for Card Reader
- App installed and set-up to take credit card payments
- Merchandise to Sell
- Displays for merchandise
- Receipt Book

# SpringsFest 2018

## Vendor Checklist cont.

### Miscellaneous

- Pens
- Clipboards
- Rubber bands
- Duct tape or packing tape
- Scotch tape
- Scissors
- Stapler
- Paper towel
- Spray cleaner or disinfectant wipes

### Create Interest

- Giveaways of your product or service
- Sheet or tickets to collect contact info like names & emails
- Game or challenge to create engagement (ie. winner receives a coupon or discount for a product or service)
- Candy or treats to hand out

### Other/Misc.

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